



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

## JOB DESCRIPTION

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION</b>             | Account Payable Clerk                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DEPARTMENT</b>           | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>LOCATION</b>             | Finance – Central Office                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REPORTS TO</b>           | Chief Financial Officer and Supervisor of Finance                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ANNUAL WORK SUMMARY</b>  | 12 months per year, 245 days per year, 7 hours per day.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>WAGE/PAY RATE</b>        | Scale 17: \$26.15/hr - \$33.21/hr                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>FLSA STATUS</b>          | Non-exempt                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>APPLICATION DEADLINE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>EFFECTIVE START DATE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POSITION SUMMARY</b>     | The Accounts Payable Clerk is responsible for processing and monitoring accounts payable transactions to ensure accurate, timely payments in compliance with Calvert County Public Schools policies and applicable federal and state regulations. This position supports the Finance Department by maintaining vendor records, verifying documentation, responding to inquiries, and assisting with year-end reporting and audit requirements. |

## EDUCATION, CERTIFICATION AND EXPERIENCE

1. High School diploma or General Education Development (GED) program certificate.
2. Advanced training in business, accounting, and bookkeeping. Associates degree preferred.

## SPECIAL REQUIREMENTS

None

## KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Demonstrated proficiency in the use of personal computers and software applications, including Excel spreadsheets and other Microsoft applications.
2. Demonstrated proficiency in the operation of calculators and related office equipment.
3. Excellent data entry skills.
4. Demonstrated proficiency in organization skills, general math skills, and attention to detail.
5. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
6. Ability to analyze data and produce an accurate work product.
7. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.

8. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
9. Excellent interpersonal communication skills; pleasant telephone manner.
10. Demonstrated ability to exercise good judgment in making decisions, including handling telephone calls, composition of letters and memoranda.
11. Demonstrated ability to react to change productively and perform other duties as assigned.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Ensure that all accounts payable deadlines are met.
2. Perform accounts payable duties of a technical nature utilizing our financial software; demonstrate a thorough understanding of the complexities of the software and apply best practices in ensuring that compliance with Calvert County Public Schools policies & procedures, as well as federal and state laws and regulations, is achieved.
3. Input information from vendor invoices, travel and expense reports, and other accounts payable documentation into an automated system in a timely manner for processing of weekly accounts payable payments.
4. Review and verify all documentation for arithmetical accuracy.
5. Verify that the reimbursement rates used on mileage and travel and expense reports agree to current IRS reimbursement rates and Calvert County Public Schools policies and procedures.
6. Review accounts payable reports and verify the accuracy of the data prior to the checks being generated.
7. Process the jobs that create the accounts payable checks.
8. Transmit positive pay and ACH files to the bank on a weekly basis for accounts payable payments.
9. Verify and process 1099s at year end.
10. Set up new vendors in the financial software.
11. Maintain sequence and control of source documents.
12. Handle calls, research questions and correspondence regarding accounts payable payments and vendor information.
13. Interact well with co-workers and provide outstanding customer service.
14. Come to work promptly every day.
15. Work extended hours and flexible hours as necessary.
16. Work well under stress and meet all deadlines.
17. Comply with all related federal, state, and local laws, regulations, and policies.

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Perform other tasks as required or assigned by the Chief Financial Officer or Supervisor of Finance.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

## **UNUSUAL DEMANDS**

None

## **EVALUATION**

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

## **House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

## **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.